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REGISTRAR'S VAULT
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ONTARIO DEPARTMENT OF EDUCATION

TEXT-BOOKS

(a) Authorized
(b) Approved

REGISTRAR'S VAULT
OFFICIAL DOCUMENT
NUMBER 16
SECTION P SHELF 5
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RECOMMENDED FOR USE IN

Vocational Schools

REGISTRAR'S VAULT
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ONTARIO

TORONTO
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1946

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SCHEDULE A

TEXT-BOOKS AUTHORIZED

The following text-books authorized for High Schools and Collegiate Institutes may be used, when suitable, for classes in Vocational Schools.

For complete list of authorized texts, see Circular 14.

	List Price
ENGLISH:	
A Junior School English Course for Grades IX and X—Potter (Sir Isaac Pitman & Sons, Canada, Ltd.)	$0.60
An English Highway for Grades IX and X—Moon and McKay (Longmans, Green & Co.)	.60
Living English—Diltz and Cavell (Clarke, Irwin & Co.)—Grades IX and X	.75
READERS:	
The Canada Books of Prose and Verse (The Ryerson Press and The Macmillan Co.)—	
Book I	.50
Book II	.50
Modern Literature for Schools (The Copp, Clark Co. Ltd.)	.65
SOCIAL SCIENCE:	
The British People, A Story of Social Development (The Educational Book Co. Ltd.)	.70
Britain and The Empire (1603–present day)—Daniher (The Copp, Clark Co. Ltd.)	.70
Britain's Story—The Kingsway Histories—Gill and Baird (J. M. Dent & Sons)	.70
A Reader in Canadian Civics (The Macmillan Co.)	.28
Building the Canadian Nation (J. M. Dent & Sons)	.85
GENERAL SCIENCE:	
General Science: An Introductory Study of Our Environment—Bowers (J. M. Dent & Sons)	.50
Junior Science for Secondary Schools, Part I—Bruce (Sir Isaac Pitman & Sons, Canada, Ltd.)	.50
PHYSICAL AND HEALTH EDUCATION:	
Good Health (Ginn & Co.)	1.00
PHYSICS AND CHEMISTRY:	
Elements of Physics (The Copp, Clark Co. Ltd.)	1.00
Physics Manual (The Copp, Clark Co. Ltd.)	.50
Chemistry, A First Course (W. J. Gage & Co. Ltd.)	.50
Chemistry Manual (W. J. Gage & Co. Ltd.)	.25
MATHEMATICS:	
General Mathematics, Book I—Jackson, Dean and Crawford (The Macmillan Co. of Canada, Ltd.)	.45
Mathematics for Technical Schools (The Copp, Clark Co. Ltd.) (Authorized for Boys' Classes in Industrial and Technical Courses)	.70
BUSINESS PRACTICE AND WRITING:	
Essentials of Business Practice—Beattie and Bennett (Sir Isaac Pitman & Sons, Canada, Ltd.)	.60
Ontario Writing Course, Book III (W. J. Gage & Co.)	.10
BOOKKEEPING:	
New Course Bookkeeping—Bennett (The Ryerson Press)	.70
A Practical Bookkeeping Set—Smith (J. M. Dent & Sons)	.15
Elementary Accounting, Theory and Practice—Harvey and Grant (W. J. Gage & Co.)	.90

SCHEDULE B

TEXT-BOOKS
APPROVED AND RECOMMENDED

The text-books in the following list are approved for use in the Vocational Schools of Ontario for the school year 1946–1947 at the prices quoted. These books have been selected on the basis of suitability and price, and, although other suitable texts may be substituted for those listed, with the approval of the Minister according to the Regulations, such substitutions will not be permitted unless the prices are favourable.

It is suggested that School Boards provide certain texts, such as atlases, typewriting texts, and shorthand supplementary reading books, to the pupils free of cost. Sets, sufficient in number to provide for an ordinary class, should be placed in the classroom for use in common by all pupils taking these subjects.

In addition to the authorized readers and the books suggested in the Courses of Study in English for Grades IX, X, XI and XII, there is a wide range of text-books suitable for extensive study in the various grades. The principal, with the approval of the Minister, may select suitable texts, but the price to the pupil should not exceed fifty cents for books other than the approved readers.

	List Price
ENGLISH:	
Readers:	
The Canada Books of Prose and Verse (The Ryerson Press and The Macmillan Co.)—	
Book III	$0.65
Book IV	.75
Recent Prose—C. L. Bennett (The Ryerson Press)	.60
Words—SoRelle—Revised Edition (The Gregg Publishing Co.)	.41
Vocational Speller—Dickinson (Sir Isaac Pitman & Sons, Canada, Ltd.)	.38
Business Correspondence—Edward and Ferguson (The Ryerson Press)	.40
Language and Letters —Wallace and Brown (Pitman)	1.25
Speaking and Writing—T. O. W. Fowler (The Ryerson Press)	1.10
HISTORY:	
A Social History of England—Guest—Revised for Ontario Schools by Kendrick (Clarke, Irwin & Co.)	.65
Social Life in England—Finnemore (The Macmillan Co.)	.55
History of the World's Commerce—Cudmore (Sir Isaac Pitman & Sons, Canada, Ltd.)	.80
History of Trade and Commerce—Heaton (Thos. Nelson & Sons)	.80
Outlines of Economic History—Michell (Sir Isaac Pitman & Sons, Canada, Ltd.)	.90
Trade and Industry—Mackintosh and Merriman (The Ryerson Press)	.70
ECONOMICS:	
Elementary Economics—Michell (Sir Isaac Pitman & Sons, Canada, Ltd.)	.80
Essentials of Economics—Quenneville (The Ryerson Press)	.70
Elements of Economics—Row (Clarke, Irwin & Co.)	.50
Banking and Exchange—Steinberg (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
Evolution and Economics of Transportation—Steinberg and Hopkins (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.25

	List Price
GEOGRAPHY:	
Geography of Commerce for Canadians—Cornish (Sir Isaac Pitman & Sons, Canada, Ltd.)	$0.80
A Commercial and Economic Geography—Revised—Morrison (The Ryerson Press).	.80
Dent's Canadian School Atlas (J. M. Dent & Sons, Canada, Ltd.)	.75
SCIENCE:	
Elementary Science—Allen and Ferguson (The Ryerson Press)	1.20
Vocational Science, Grade X—McQueen and Bruce (Sir Isaac Pitman & Sons, Canada, Ltd.)	.85
MATHEMATICS:	
Arithmetic—	
A Commercial Arithmetic for Secondary Schools—Batstone (The Ryerson Press)	.75
Canadian Business Arithmetic, Part I—Keast (Sir Isaac Pitman & Sons, Canada, Ltd.)—First and Second Years	.60
Canadian Standard Business Arithmetic—Brown (Sir Isaac Pitman & Sons, Canada, Ltd.)—Third Year General Course	.50
Canadian Business Arithmetic, Part II—Keast (Sir Isaac Pitman & Sons, Canada, Ltd.)—Third and Fourth Year Accountancy	.75
Machine Shop Mathematics—D. E. Bridge (The Ryerson Press)	.40
Practical Drills in Shop Problems—Bates and McColl (The Copp, Clark Co. Ltd.)	.25
Rapid Calculation—	
Mental Drills in Rapid Calculation—Bennett and Lougheed (Sir Isaac Pitman & Sons, Canada, Ltd.)	.25
Performance Tests for Above (Sir Isaac Pitman & Sons, Canada, Ltd.)	.25
Applied Business Calculation Pad—Mitchell (The Gregg Publishing Co.)	.30
Practical Drills in Rapid Calculation—Henry and Keast (Sir Isaac Pitman & Sons, Canada, Ltd.)	.32
Geometry—	
Elementary Geometry—Rutherford and Warren (The Copp, Clark Co. Ltd.)	.20
HOME ECONOMICS:	
Housekeeping Work Book—Balderston (J. B. Lippincott Co.)—Revised	.60
Junior Home Economics—Dean and Middleton (The Ryerson Press)	.70
FRENCH:	
Apprenons le Français—Atkin (Sir Isaac Pitman & Sons, Canada, Ltd.)	.50
Canadian Commercial French Grammar—Atkin (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
De Jour en Jour—Downey (The Copp, Clark Co. Ltd.)	.40
COMMERCIAL LAW:	
Manual of Canadian Business Law—Falconbridge and Smith (Sir Isaac Pitman & Sons, Canada, Ltd.)	.70
Business Law—Revised—Walker (The Ryerson Press)	.70
Work Book in Business Law—W. H. Jennings (The Ryerson Press)	.60
TYPEWRITING AND OFFICE PRACTICE:	
High School Typewriting—Roszell and Hewitt (The Gregg Publishing Co.)—	
Part I	.32
Part II	.38
Part III	.49
Elementary Typewriting, Parts I and II—Dickson (The Ryerson Press) (Revised and enlarged)	.65
Advanced Typewriting, Parts III and IV—Edward and Dickson (The Ryerson Press).	.70
High School Typewriting—A two year course, Roszell & Hewitt (The Gregg Publishing Co.)	.68

	List Price
Business Forms to Accompany Advanced Typewriting (The Ryerson Press)	$0.12
New Course in Typewriting, Parts I and II—Moreland (Sir Isaac Pitman & Sons, Canada, Ltd.)	.65
Typewriting and Office Practice—Moreland (Pitman)	.65
Senior Secretarial Practice—Moreland (Pitman)	
Robt. Jenkins Starts a Business—G. P. Hillmer (The Ryerson Press)	.35
Complete Typewriting Course—Stuart (The Copp, Clark Co. Ltd.)	.75
Secretarial Studies—SoRelle and Roszell (The Gregg Publishing Co.)	.50
Secretarial Studies—Pupils' Supplies—SoRelle and Roszell (The Gregg Publishing Co.)	.50
Office Practice—Gregory (The Ryerson Press)—Revised	.60
Office Forms to Accompany Office Practice (The Ryerson Press)	.50
Office Practice—Sprott (Sir Isaac Pitman & Sons, Canada, Ltd.)	.50
Forms for Office Practice (Sir Isaac Pitman & Sons, Canada, Ltd.)	.45
Salesmanship—Gregory (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
A Student's Manual for Business Machines—Kerfoot (The Ryerson Press)	.55
Machine Calculation—Gregory (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
Preparing the Payroll—Hillmer (Pitman)	.30
Course in Record-Keeping (Pitman)	.30
Blank Forms for Course in Record-Keeping (Pitman)	.50
SHORTHAND:	
Pitman Shorthand—Canadian Centennial Edition (Sir Isaac Pitman & Sons, Canada, Ltd.)	.85
Pitman Shorthand Dictation Course (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.00
Advanced Dictation Course (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.00
SHOP WORK:	
Illustrations of Tools and Machines (Sir Isaac Pitman & Sons, Canada, Ltd.)	.20

SCHEDULE C

BOOKKEEPING ACCOUNT FORMS AND NOTE BOOKS APPROVED AND RECOMMENDED

Bookkeeping Forms

The information contained formerly under this schedule is deleted, owing to restrictions in respect of material.

It is suggested to Principals that only one loose-leaf notebook for each student is necessary and that caution should be observed by teachers in advising students regarding the purchase of notebook binders and supplies.

Account Forms for Bookkeeping

Practice Forms to Accompany New Course Bookkeeping (Ryerson Press)—	
Grade X, set of six	$0.65
Grade XI, set of seven	.65

SCHEDULE D

REFERENCE BOOKS

The books in the following list have been selected as suitable reference texts in the various subjects. The list is by no means complete, and is intended only as an indication of the wealth of material which is available to teachers in printed form. Reference texts should be purchased by the school.

MATHEMATICS:	List Price
Aircraft Mathematics—Walling (The Macmillan Co.)	$0.95
Practical Mathematics for the A.T.C.—Ward Hill (Clarke, Irwin & Co. Ltd.)	.75
Practical Mathematics of Aviation—Downer (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.25
A Mathematical Refresher—Hooper (Clarke, Irwin)	1.60
Blue Print Reading Made Easy—D. W. Bews (Ryerson Press)	.50
Map Reading Notes—D. W. Bews (Ryerson Press)	.35
Your Wings—Jordanoff (Clarke, Irwin & Co. Ltd.)	3.25
Modern Flight—Clevenger (Clarke, Irwin & Co. Ltd.)	3.75

INDUSTRIAL:	
Hand Woodworking—Evans Parks Slatterie (The Ryerson Press)	.80
Automobile Construction and Operation—Easton and Mann (The Ryerson Press)	.70
Metal Work—Jones (The Macmillan Co.)	.50
A Manual of Engineering Drawing for Students and Draughtsmen—French (McGraw Hill & Co.)	
Mechanical Drawing for High Schools—French and Svensen (McGraw Hill & Co.).	
Consumer Goods—Reich and Siegler (W. J. Gage & Co.)	1.96
Aircraft Maintenance—Brimm and Boggess (Sir Isaac Pitman & Sons, Canada, Ltd.).	2.50
Aircraft Engine Maintenance—Brimm and Boggess (Sir Isaac Pitman & Sons, Canada, Ltd.)	2.50
Conquest of the Air—Captain J. P. Jerome (Ryerson Press)	1.00
Aerial Navigation Note Book—C. G. Heard	1.00
Why Does an Aeroplane Fly?—J. Savage	.65
Sheet Metal Work—George H. Clancey (Ryerson Press)	.50

SCIENCE:	
Junior Science—	
Everyday Problems in Science—C. J. Pieper and W. L. Beauchamp (W. J. Gage & Co. Ltd.)	1.60
Teachers' Guidebook—C. J. Pieper and W. L. Beauchamp (W. J. Gage & Co. Ltd.).	.25
Science—E. J. Holmyard (J. M. Dent & Sons Ltd.)	1.10
General Science—E. J. Holmyard (J. M. Dent & Sons Ltd.)	1.25
General Science for Today—Watkins and Bedell (The Macmillan Co.)	1.90
Science Indoors and Out, Book III—C. A. E. Hensley and D. A. Patterson (W. J. Gage & Co. Ltd.)	1.20
Science and the Weather—W. B. Little (Sir Isaac Pitman & Sons, Canada, Ltd.).	.94
Science in Our Lives—Gruenberg and Unzicker (Renouf Publishing Co.)	1.76
Science at Work—A. B. Regenstein and W. R. Teeters (W. J. Gage)	1.72
Modern Life Chemistry—Kruh, Carleton, Carpenter (J. B. Lippincott & Co.)	1.80
Physics—	
Modern Physics—Bull (Clarke, Irwin & Co. Ltd.)	2.00
Elementary Practical Physics—Black and Davis (The Macmillan Co. Ltd.)	1.65
Everyday Physics—Lynde (The Macmillan Co.)	1.80
New Practical Physics—Black and Davis (adapted for Canadian schools by Davidson) (The Macmillan Co.)	1.25
Elements of Physics (Allyn and Bacon)	1.96
The New Physics in Everyday Life—Henderson (The Ryerson Press)	2.00
General Chemistry—	
Chemistry for Beginners—E. J. Holmyard (J. M. Dent & Sons Ltd.)	.75
Practical Chemistry for Beginners—E. J. Holmyard (J. M. Dent & Sons Ltd.)	.75
New Practical Chemistry—Black and Conant (The Macmillan Co.)	1.75
A Junior Chemistry—E. J. Holmyard (J. M. Dent & Sons Ltd.)	1.25
Dominion High School Chemistry—Bigelow and Morehouse (The Macmillan Co.).	1.50
Dominion Chemistry Manual—Bigelow and Morehouse (The Macmillan Co.)	.75

	List Price
Elements of Chemistry (Allyn and Bacon)	$1.92
Laboratory Experiments in Chemistry—Brownlee, Fuller and others (Allyn and Bacon)	1.25
Chemistry and You—Hopkins, Davis and Smith	2.25
Food and Textile Chemistry—	
Household Chemistry—Jones (Allyn and Bacon)	1.00
Properties of Food—Clifford and Mottram—University of London Press (Clarke, Irwin)	.80
Textiles—Woolman and McGowan (The Macmillan Co.)	3.30
General Science for Senior Forms—	
Senior Science—Bush *et al* (W. J. Gage & Co.)	2.20

HOME ECONOMICS:

For Grades IX and X—see the list recommended in the Courses of Study for Home Economics.

Art in Home and Dress—Trilling and Williams (Longmans, Green & Co.)	2.70
Experiences in Homemaking—Laitem and Miller (Ginn & Co.)	2.00
If You Please—Allen and Briggs (Longmans, Green & Co.)	1.90
Introductory Foods—Hughes (Macmillan Co.)	3.00
Our Share in the Home—Baxter, Justin, Rust (Longmans, Green & Co.)	2.30
The Girl's Daily Life—Revised—Van Duzer and others (Longmans, Green & Co.)	2.65
You and Your Clothes—Baxter and Latzke (Longmans, Green & Co.)	2.38
For Grades XI and XII—	
Care and Guidance of Children—Goodspeed and Johnston (Longmans, Green & Co.)	2.30
Clothing—Latzke and Quinlin (Longmans, Green & Co.)	4.50
Consumer Training—Edward Hill (Macmillan Co.)	2.75
Fabrics—Revised—Denny (Longmans, Green & Co.)	3.00
Food for the Family—Wilmot and Batjer (Longmans, Green & Co.)	4.25
Foundations of Nutrition—Rose (Macmillan Co.)	3.75
Practical Dress Design (Fourth edition)—Mabel Erwin (Macmillan Co.)	3.50
Textile Fibres and Their Use—Hess (Longmans, Green & Co.)	4.00
The House—Agan (Longmans. Green & Co.)	4.50
Vitality Through Planned Nutrition—Davis (Macmillan Co.)	2.20

COMMERCIAL:

Pitman Shorthand Readers (Sir Isaac Pitman & Sons, Canada, Ltd.)—	
Graded Reading and Dictation Studies	1.00
Short Stories, Volumes I and II, each	.20
Daughter of the Regiment	.25
Cobbler and Other Stories	.25
Christmas Carol	.35
Sign of the Four	.50
The Strange Case of Dr. Jeckyll and Mr. Hyde	.40
Half Hours with Popular Authors, Volumes I to IV, each	.25
Readings from Popular Authors, Volumes I to IV, each	.25
Alice in Wonderland	.80
Shorthand Reading Exercises—Foster (Pitman)	
Reading and Dictation Studies (Pitman)	
A Complete Course in Office Practice (Gregg Publishing Co.)	1.20
Applied Secretarial Practice (Gregg Publishing Co.)	1.80
The Expert Dictator (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.50
Manners in Business—McGibbon (The Macmillan Co.)	2.00
Business Law for Everyday Use—Lavine and Mandel (John C. Winston Co.)	1.60
Progressive Business Law—Filfus and Kasden (Gregg)	
Business Fundamentals, Bruce Abercrombie & Heywood, (The Gregg Publishing Co.)	1.40

	List Price
Graded Letters—Revised—Kirk and Mumford (John C. Winston Co.)—	
Book I (Pitman)	$1.40
Book II (Pitman)	1.60
A Course in Transcription—Riemer (Sir Isaac Pitman & Sons, Canada, Ltd.)	1.75
Summary of Commercial Law—Anger (Sir Isaac Pitman & Sons)	1.25

ENGLISH AND SOCIAL STUDIES:

See Courses of Study for Grades IX and X.

Flying the Printways—Hovious (The Copp, Clark Co.)	1.35
A Junior History of the British Empire Oversea—Newton (Ryerson Press)	.60
Our Country's Industrial History—Claxton (Clarke, Irwin & Co.)	.85
An Outline of British Economic History—Exelby (Sir Isaac Pitman & Sons, Canada, Ltd.)	.75
English for Airmen—Moon (Sir Isaac Pitman & Sons, Canada, Ltd.)	.90
England and Europe to 1603—Daniher (The Copp, Clark Co. Ltd.)	.75
A Short History of English Work and Trade—Cruise (The Copp, Clark Co. Ltd.)	.85
A Short History of English Life and Labour—Hope (The Copp, Clark Co.)	1.00
Industry and Life—Cohen (The Macmillan Co.)	.90
An Introduction to Economic History—Irving (The Macmillan Co.)	1.35
A World Geography for Canadian Schools—Denton & Lord (J. M. Dent & Sons, Canada, Ltd.)	1.20
Institutions of the Social World (Longmans, Green & Co.)	1.80
Economics—An Introduction to Economic Problems—Smith (McGraw-Hill)	
Man's Work and World—Perret (Copp, Clark)	
An Introduction to Economics—MacGibbon (Macmillan)	
Economics, or the Science of Business—Kinsmen (Ginn & Co.)	
Elements of Economics—Fay (Macmillan)	
Fundamentals of Economics—Hughes (Allyn & Bacon, N.Y.)	
Canada Year Book (Bureau of Statistics, Ottawa)	
Canada: Official Handbook (Bureau of Statistics, Ottawa)	
Economic and Business Opportunities—Beighey and Spanabel (John C. Winston Co.)	1.92
Getting a Living—Lutz, Foote and Stanton (W. J. Gage & Co. Ltd.)	1.80
Economics, Principles and Problems—Korey and Runge (Longmans, Green & Co. Ltd.)	1.80

CRAFTS:

The Publications of "The Dryad Press" (The Macmillan Co.).

MERCHANDISING:

Business Organization and Administration—J. Anton de Haas (Gregg Publishing Co., 1928)	1.40
Business Organization and Administration—W. A. McKague (Sir Isaac Pitman & Sons, Canada, Ltd.) (less 20%)	2.50
Retail Store Operation (Ronald Press Co.)	4.50
Retail Institutions and Trends (Ronald Press Co.)	5.00
Fundamentals of Advertising—E. J. Rowse, L. J. Fish (South-Western Pub. Co., Cincinnati, 1937) (Gage & Co. Ltd.)	1.60
Fundamentals of Selling—R. G. Watters (South-Western Pub. Co., Cincinnati, 1937) (Gage & Co. Ltd.)	1.48
Retailing Principles and Practices—G. Henry Richert (The Gregg Publishing Co., 1938)	2.00
Retail Selling—Helen R. Norton (Ginn & Co., Boston, 1929)	1.60
Salesmanship for Everybody—J. T. A. Ely, D. Starch (Gregg Publishing Co., New York, 1936)	1.40
Selling to the Consumers—E. Reich (American Book Co., New York, 1938) (Gage & Co. Ltd.)	1.96

TEACHERS' MANUALS:	List Price
The Canada Books Manual (to accompany Book I)—Wallace Van Every and Hardy (Ryerson Press and The Macmillan Co.)	$0.50
The Canada Books Manual (to accompany Book II)—Wallace Van Every and Hardy (Ryerson Press and The Macmillan Co.)	.50
Business Law—Walker (The Ryerson Press)	.80
Key to accompany "A Student's Manual for Business Machines"—Kerfoot (The Ryerson Press)	.30
Dominion High School Chemistry Manual (The Macmillan Co.)	.75
Pitman Teachers' Manual—Newman (Sir Isaac Pitman & Sons, Canada, Ltd.)	2.00
Principles and Techniques for Directing the Learning of Typewriting—Odell and Stuart (The Copp, Clark Co. Ltd.)	2.20
Typewriting Behaviour—Dvorak *et al* (W. J. Gage & Co.)	3.00

A TECHNICAL BOOKSHELF has been organized in the Legislative Library, Toronto, for the benefit of the Vocational School teachers.

Membership in the Legislative Library is free. A signed card sponsored by the principal or any member of the school board is the only prerequisite to the use of books. A letter addressed to the chief librarian will bring any desired title in the first return mail. Enclosed with the book will be a sticker bearing the return postage to the library. Books may be borrowed for a period of two weeks. Extension of time may be arranged if no other application for the book has been received.